



Foreign Affairs Manual

3 FAH-1 — Personnel Operations Handbook

Change Transmittal: POH-156

Date: February 19, 2013

3 FAH-1 H-1420 TRANSFER OF OFFICE

Changes

1. This Change Transmittal issues a revision to 3 FAH-1 H-1420:
 - **3 FAH-1 H-1425.1, Requests for Permission to Leave Country, paragraph e:** When the number of days absent from post, on other than official TDY orders, exceeds 26 work days in any calendar year, requests must be forwarded to the Under Secretary for Management for approval, as should all subsequent requests for absences from post that do not involve official TDY orders and which do involve work days.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is brand new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Human Resources Office of Career Development and Assignments (HR/CDA). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAH-1 H-1420 (CT:POH-153; 06-22-2012) and insert new subchapter 3 FAH-1 H-1420 (CT:POH-156; 02-19-2013).

2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:POH-156, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.